



Common Application

Guide for Students

Note: This guide is designed to familiarize students with the information they will be asked to report and is not intended to be a comprehensive collection of all questions within the application.

What is the Common Application?

The Common Application is **used by over 500 American universities**. You will save time by being able to complete information and essays that you can submit to multiple universities. However, bear in mind that approximately **two-thirds of universities ask for supplemental information and/or essays**.

You can access the [Common Application online](https://www.commonapp.org/) (<https://www.commonapp.org/>), as well as a [list of universities](https://www.commonapp.org/Login#!PublicPages/AllMembers) <https://www.commonapp.org/Login#!PublicPages/AllMembers>) requiring the Common Application and their deadlines. You may also find out the universities requiring [supplements](#) and what they are (<https://www.commonapp.org/CommonApp/SupplementInfo.aspx>).

1. Registration

The first step to completing the Common Application is registering with the [Common Application website](https://www.commonapp.org/) (www.commonapp.org).

The screenshot shows the Common Application website interface. At the top, there is a navigation bar with links for 'About Us', 'Member Colleges', and 'Media Inquiries'. Below this, there is a 'MISSION' section on the left and a registration form on the right. The registration form includes fields for 'Email Address' and 'Password', a 'HELP CENTER' link, and a 'CREATE AN ACCOUNT' button. The 'CREATE AN ACCOUNT' button is highlighted with a red box. There is also a 'SEARCH FOR COLLEGES' section with a search bar and a 'Search' button.

When registering, use a professional email address (example: hotgal85@hotmail.com would **not** be appropriate. ABloggs@gmail.com.au would be appropriate) as universities will be able to see it. When typing your phone number, enter the country code (+61 for Australia) at the beginning and don't use any dashes or spaces.

When typing your phone number, enter the country code (+61 for Australia) at the beginning and use



Account Creation

1 Login Credentials

2 Registration Information

First/given name*

Annette

Last/family/surname*

Bloggs

Address*

Enter address

Sex*

Male

Female

Phone*

+61

295555555

DOB*

September

1

1997

I am applying as a*

First-Year Student

Transfer Student

I am a(n)*

Applicant planning to enroll within the next 12 months

Counselor interested in learning more about the Common App

Teacher interested in learning more about the Common App

Other student

None of the above

The colleges that I am considering for application may communicate with me by email prior to submission of my application (you can subsequently change your response to this question in your account settings).

By checking this box, you represent that (i) you are age 13 or older and (ii) you have read, understood and agreed to the terms and conditions of the above License Agreement and Privacy Policy (unless you are over the age of 13 but under the age of 18, in which case, your parent or legal guardian has also read, understood and agreed to the terms and conditions of the Privacy Policy and Legal Information sections).



Always say “yes” to both questions, as you want the admissions office to be able to communicate via email.

Leave State/Province blank if you live outside of the United States

2. Email Confirmation

After registering, you will be sent a confirmation email, like the one shown below. Make sure to write down your username and password, as you can sign in and out of the Common Application as many times as you like, saving your work each time. As you can see in the email, your password is not included. Because you will generate your own password, try to make it something you can easily remember.

Tip: Keep a list of logins and passwords related to your US applications! You will not be able to complete multiple applications with similar information, so it’s vital that you know your login details.

Dear A. Bloggs,

Thank you for registering with the Common Application!

Your Common App ID is: 11783261

Your User Name is: edadvsyd@gmail.com

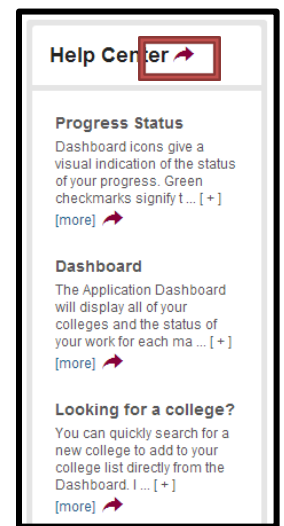
For security reasons your password is not included with this email. If you have questions about how to use the Common Application or if you need other assistance, please visit the [Common App Support Center](#).

Sincerely,

The Common App Support Team

3. Instructions

After logging in, be sure to explore the Help Center toolbar along the right-hand side of the home page dashboard, which has helpful information on how to complete your application. If you click the small red arrow, you will be taken to the Help Centre website with fantastic FAQs and Training Resources to help you navigate the Common Application. Familiarise yourself with the Common Application website, and use the tabs along the top of the screen to move between sections.



4. My Colleges

Under “My Colleges”, you will select the colleges to which you will apply. Remember that the words “college” and “university” both refer to places of postsecondary education in American English. In order to populate the “My Colleges” section, you will need to select the colleges you wish to attend using the “College Search” tool.

Tip: Add all of the colleges you're thinking of applying to in order to get email alerts. You can always go back and add or remove if you change your mind.

The 'My Colleges' screen is where you will complete work for each college to which you intend to apply. You must first add a college to your My Colleges list before you will be able to use this screen.

Go to the [College Search](#) screen to add colleges to your list.

Search for Colleges

The “College Search” tool is also useful if you aren't sure which universities you are interested in (shown below). You can search by state, area, deadlines and more. You can also see profiles of the colleges if you want additional information.

A screenshot of the 'College Search' form in the Common App interface. The form is titled 'Criteria' and includes several search filters: 'School or City Name' (text input), 'Country' (dropdown menu), 'US State' (dropdown menu), 'Distance from ZIP' (two dropdown menus for distance and ZIP code), and checkboxes for 'Accepts Transfer Applications' and 'Term' (Fall 2014, Spring 2014, Other 2014). There is also a 'Deadline on or after' date input field.

Once you input your criteria, your search will generate a Result list.

Result list				
i request information college's website				
<input type="checkbox"/>	Member Name	Location	Country	Type
<input type="checkbox"/>	Harvard College i ↗	Cambridge - MA	USA	Coed
Add				

You can use your Result List to investigate the colleges further. If you click on the university name, you will see that university's profile. Along the left-hand side, you will be able to explore that profile in depth, including aspects like Application Process, Financial Aid, Majors, Campus Life, etc.

Criteria

Result List

Harvard College

Application Process

General Info

Admission

Financial Aid

Majors & Degree

Student Life

Harvard College

Address86 Brattle St
Cambridge, MA
02138
USA

Contact InfoPhone: (617) 495-1551
Fax: 617-495-8821
Email: college@fas.harvard.edu

On the Web[Web Page](#) | -

Application Deadlines

Fall 2014
Restricted Early Action- 11/01/2013
Regular Decision- 01/01/2014
Transfer
Regular Decision- 03/01/2014

Application FeesFirst-Year Domestic Fee- \$75

Note that deadlines are written in US format – mm/dd/yyyy

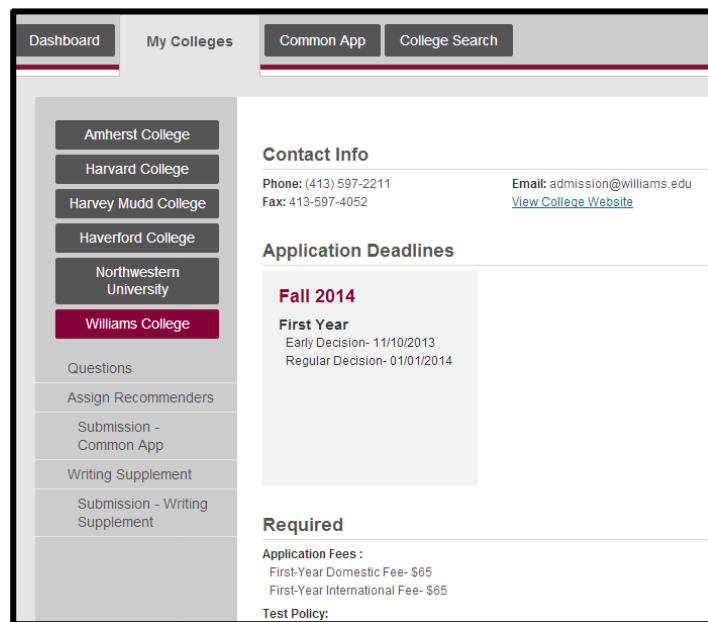
This deadline is 01 November 2013.

If after exploring the profile you decide you'd like to apply to this university, you **must go back to your Result List, tick the "Select" box and then select "Add"**. It will now be available in your "My Colleges" section.

Once you add that university, return to the "College Search" tab to add any additional universities to which you plan to apply.

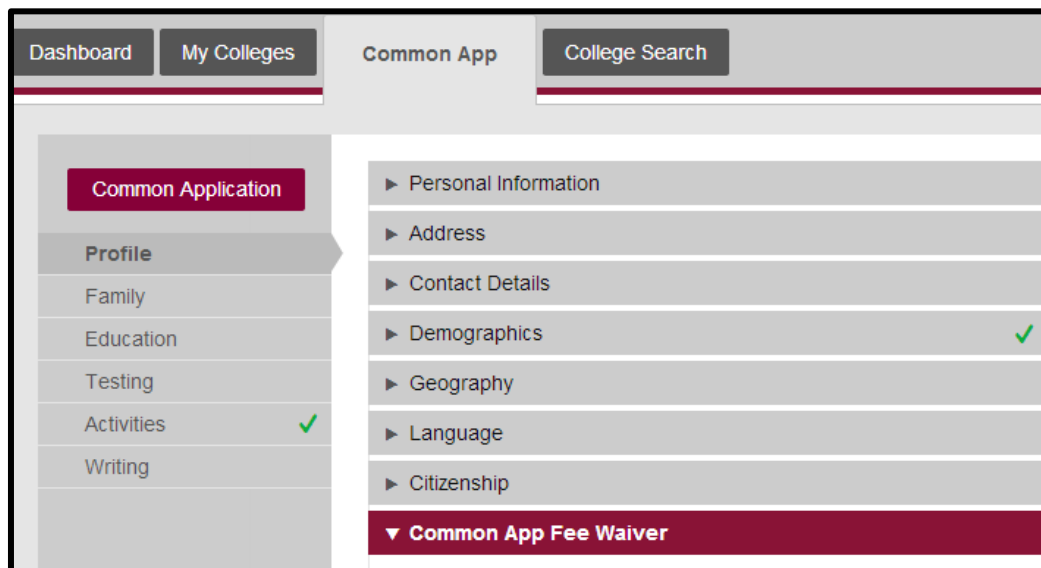
Keep in mind that only the 475 Common Application member universities are profiled, and there are over 4,000 institutions offering undergraduate degrees in the United States.

While there is no limit to the number of universities you can apply to, we recommend you focus on **6 - 8** carefully selected universities including a mix of reach, match and safety/insurance universities.



5. Common App

Before exploring your “My Colleges” tab, you should consider completing information about yourself in the “Common App” tab. There are six main sections, which can be found on the left-hand sidebar: Profile, Family, Education, Testing, Activities and Writing. Remember that the benefit of the Common Application is that you will only have to complete this information once for all of the universities you want to apply to.



6. Profile

Once you click on the “Profile” section, you will see sub-categories. As you complete each sub-category and click the “Continue” button, a small green check will appear on that tab to indicate that you have submitted all required information.

In the “Contact Details” subcategory, make sure to enter your mobile or home number without any spaces or dashes.

Tip! Double check to make sure all your contact information is correct, as the university may use this to set up an interview.

▼ Contact Details

Email address*
edadvsyd@gmail.com

Preferred phone*
☐ Home
☒ Mobile
[Clear](#)

Preferred phone number*
+61 499830111

Alternate phone*
☐ No other telephone
☒ Home
☐ Mobile
[Clear](#)

Alternate phone number*
+61 295555555

[Back](#) [Continue](#)

In the “Demographics” sub-category, these questions are for statistical purposes and to demonstrate diversity. It’s okay to leave them blank if you’re uncomfortable filling them in.

In the “Geography” sub-category, select “0” for the “Number of years you have lived in the United States” if you’ve never lived in the USA. For the “Number of years you have lived outside of the United States”, select the number that corresponds with your age.

As you proceed through the sub-categories, you will notice that the tips provided under the Help Center toolbar will change according to the section you are in. For example, in the “Language” sub-category, you are asked to list the number of languages you are proficient in, and the help center toolbar provides an answer about what proficiency means for the Common Application purposes.

Common Application

Profile

- Family
- Education
- Testing
- Activities ☒
- Writing

Personal Information ✓

Address ✓

Contact Details ✓

Demographics ✓

Geography ✓

▼ Language

Number of languages you are proficient in*
Select

[Back](#) [Continue](#)

Help Center ➔

Proficiency

about how comfortable you are using another language as a form of comm ... [+] [\[more\]](#) ➔

Language is not listed

The Common Application lists approximately 171 of the most commonly spoken languages in the world. ... [+] [\[more\]](#) ➔

In the “Citizenship” sub-category, you will be asked to provide information about your background. If you hold a US Dual citizenship, select “Dual,” and you will then be asked to provide your Social Security number as well as your non-US country of citizenship from a drop down menu. Select “Other (Non-US)” as your citizenship if you do not hold a US or US Dual citizenship. (Note: if you hold dual citizenship between two non-US countries, you should select “Other (Non-US)” and then select both of your citizenships in the drop-down bar.)

If you select “Other (Non-US)” for your citizenship status, you will then be asked to select your citizenship from the drop-down bar.

The screenshot shows a form titled "Citizenship" with a red header. It contains three main sections: "Select your citizenship status*" with a dropdown menu showing "Other (Non-US)"; "List citizenship(s)*" with a text input field containing "Australia"; and "Currently held United States visa*" with a dropdown menu showing "I do not hold a currently valid U.S. non-immigrant ...". At the bottom right, there are "Back" and "Continue" buttons.

7. Family

In this section you will be providing information on your family and their education. As you know, the US admission process is holistic, taking into account a range of factors in addition to your academics. This information will provide some context about your background for the admissions office. Note that “college” in American English is synonymous with “university.”

The first sub-category in the Family section is about your household. This section allows you to categorise the relationship your parents have. You will then provide additional information about your parents individually in the next two sub-categories.

If you live with only one parent, be sure that the information you provide for “Parent 1” below matches up with answer you provided in this “Household” section!



The screenshot shows a form titled "Household" with a red header. It contains several sections: "Parents marital status: (relative to each other)*" with a dropdown menu showing "Divorced"; "Divorced date:*" with two dropdown menus showing "August" and "2004"; "With whom do you make your permanent home?*" with a dropdown menu showing "Parent 1"; "Do you wish to list any step-parents?*" with radio buttons for "Yes" and "No" (selected); and "Do you have any children?" with radio buttons for "Yes" and "No" (selected). There are "Clear" links below the radio button sections. At the bottom right, there are "Back" and "Continue" buttons.

Preferred email
mother@gmail.com.au

Preferred phone
☒ Cell
☐ Home
☐ Other
☐ Work

[Clear](#)

Preferred phone number
 +61 409830555 Ext, If any

In the “Parent 1” sub-category, the term “cell” means mobile number. Like above, enter the number without any spaces.

You will also be required to select Parent 1’s highest educational level from a dropdown menu.

Here is a helpful chart of conversions between US and Australian terms:

US options found on the Common App	Australian equivalents
Grade school	Primary school
Some high school	Some secondary school, perhaps to the School Certificate
High school diploma or equivalent	Completed secondary school to HSC/IB
Business or trade school	TAFE Certificate
College	University degree

If you indicate that Parent 1 was educated to college level (university), you will then be asked questions about that university.

Education level*
College

Indicate the number of colleges*
1

College lookup*
☒ Please complete this required question.
[Find College](#)

Number of degrees your parent received from this college*
☒ Please complete this required question.
 Select

When you click on “Find College,” a new screen will pop up that allows you to search for the institution by name, country or city.

Narrow your choices

- > College Name
Filter by college name
- > Country
Select
- > City
Filter by college city

Choose a College

Name Location

Start by entering the name of the college you're looking for

Complete the rest of the section for both parents/legal guardians and any siblings.

8. Education

Under Education, you will submit information about your current school.

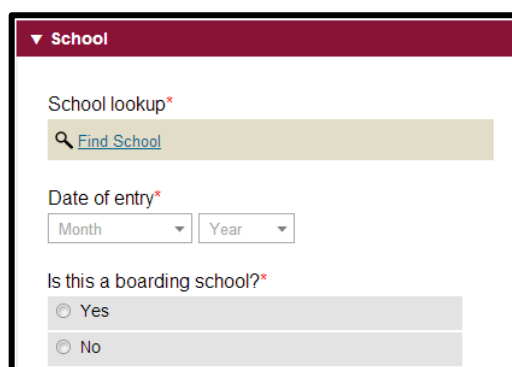
In selecting school representatives, you will choose two teachers and one careers counsellor to support your applications.

Note the teacher and careers counsellor cannot be the same person, and they will have access to different forms.

The careers counsellor will submit a school profile, transcript and evaluation on the students' performance in a broader manner through the School/Final Reports. The two teachers you select will submit a more specific recommendation letter primarily about your academics and potential.

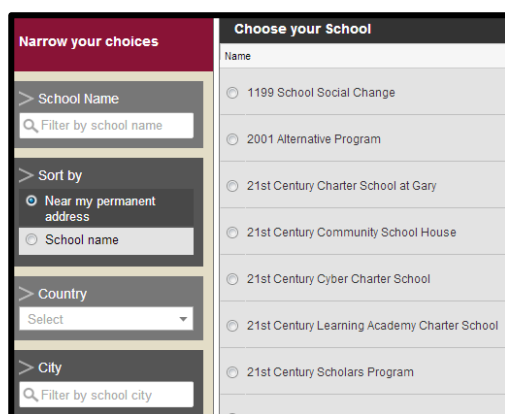
Make sure to inform them in advance, and make sure that the email address you submit is correct. Login information for the forms will be sent out to them via email through the Common App system (you do not have to send the forms to them yourself), so it is vital that you have the correct information.

Collectively, the referees should reinforce and elaborate on how the student meets the university's (holistic) admissions criteria, including academic performance and potential, extracurriculars and leadership ability, character, etc. However, if it would add significantly to the application package, the student can submit an additional reference from someone who knows the student from an extracurricular perspective for example.



The screenshot shows the 'School' section of the Common App form. It includes a 'School lookup*' field with a 'Find School' button. Below this is a 'Date of entry*' section with 'Month' and 'Year' dropdown menus. At the bottom, there is a question 'Is this a boarding school?*' with radio button options for 'Yes' and 'No'.

As before, when you click on “Find School,” a new screen will pop up that allows you to search for the institution by name, address, country or city.



The screenshot shows the 'Choose your School' search interface. It is divided into two main sections: 'Narrow your choices' on the left and 'Choose your School' on the right. The 'Narrow your choices' section has filters for 'School Name' (with a search bar), 'Sort by' (with options for 'Near my permanent address' and 'School name'), 'Country' (with a dropdown menu), and 'City' (with a search bar). The 'Choose your School' section displays a list of schools with radio button selection options. The list includes: 1199 School Social Change, 2001 Alternative Program, 21st Century Charter School at Gary, 21st Century Community School House, 21st Century Cyber Charter School, 21st Century Learning Academy Charter School, and 21st Century Scholars Program.

If your school is not already on the list, you can select the option that says “I don’t see my high school on this list”, and you will be able to manually input your school’s information.

For “Graduation Date”, enter the date you will receive or did receive final results for HSC/IB.

For the “Other school” section, please complete information for any secondary school you have attended since Year 9. If you have not changed schools since Year 9, select “0” to indicate this.

Under “Education Interruption,” if applicable, choose the option that best applies to you. If you have not had any interruptions or delays in your education don’t tick any of the boxes. Note that GED is a US High School equivalency exam. **If you tick any of the boxes**, you will need to provide an explanation for each incident you have selected. The explanation does not need to be extensive, but should cover the following points: 1.) What caused the interruption? 2.) How has the interruption affected you and your academic progression? 3.) Is there anything else you would like to note about the interruption(s)?

For the “College & Universities” section, keep in mind that the American term “course” is the equivalent of “classes” or “subjects” and that the American term “colleges” is used to mean “universities.”

They will then ask you to list any community programmes that have helped you with your application. If none, leave these blank.

In the section titled “Grades,” Graduating Class Size is the number of students in your year group. Please note that you may leave the class rank and GPA questions blank if your school does not provide these.

For “Current Year Courses” (qualifications and subjects), you should first select the number of subjects you will receive results for in Year 12. Then for each subject, list its title. If one of your courses has a level designation that is not included in the choice list, please include the level as part of the subject title (for example: “3 unit or advanced”). For IB, note which subjects are Higher and Standard.

The term “course credit”, is a term used by American high schools and universities, and unless you go to an American or international school, it is likely to not be applicable. **If it does not apply to you**, the best advice we have is to put “1” for “course credit value”. (Though several universities have noted, it does not actually matter what you put as the course credit value, since they realise it is not applicable for many Australian students).

If your subjects will be the same for all four terms (all year), tick the option for “Full Year”. If you will change subjects through the year, select the appropriate term length for each course you report.

Under “Honors,” submit information about any academic honours you have received. Like above, you will first select how many honours you have received before expanding on each one. In this section, you are allotted 100 characters to describe the academic honour’s title. You will have 150 characters in the “details, honors, and accomplishments” field in the “Activities” section if you want to provide further information.

For the “Future Plans” section, it’s OK to be undecided about your career interests under the liberal arts philosophy followed in the US system.

9. Testing

Under Testing, you can report your best (super-scored) SAT or ACT scores. If you don’t have your scores before you submit the application, you will enter the dates when you will take the exams.

Please note that even though you are entering the scores into the Common Application, you will still need to send your official scores directly from College Board or ACT to the colleges where you are applying. Note that SAT Subject Tests are not required by the majority of US universities but generally are required by the most competitive universities. Check with each individual university regarding what admissions tests they require.

When you select “Yes” to self-report your standardised test scores, you will be able to select ALL the tests you’ve taken or expect to take from a drop-down menu.

Once you select a test from the drop-down menu, a new section will appear at the bottom of the screen with that test’s name. When you click on that section, you will then be able to provide your scores.

▼ Tests Taken

Do you wish to self report standardized test scores?*

☒ Yes

☐ No

[Clear](#)

Indicate all test you have taken or expect to take*

SAT Tests x SAT Subject Tests x

ACT Tests

AP Subject Tests

IB Subject Tests

TOEFL iBT

TOEFL Paper

PTE Academic Test

IELTS

upon lower nal

► SAT Tests

► SAT Subject Tests

You may wish to clarify with the universities you are applying to, but to the best of our knowledge, you would **only tick that you have taken leaving exams if you are finished with your HSC/IB.**

Is promotion within your educational system based upon standard leaving examinations given at the end of lower and/or senior secondary school by a state or national leaving examinations board?*

☒ Yes

☐ No

[Clear](#)

► Senior Secondary Leaving Examinations

[Back](#) [Continue](#)

Senior Secondary Leaving Examinations

Number of Senior Secondary Leaving Examinations you have already taken*

1

Date taken*

November

2013

Examination board*

HSC

Academic subject*

Score*

Score type*

☐ Actual
☐ Predicted

[Clear](#)

10. Activities

Under Activities, report any extracurricular activities you have completed in school or in your community. A few examples: school clubs or activities, school leadership roles (Prefect), sports you participate in at school or recreationally, arts lessons or performances, voluntary service, work experience and internships. In the drop down menu from which you choose your activity, JV/Varsity means that it was a High School level team (equivalent to the last four years of secondary school in Australian education) as opposed to a professional or recreational team. If you can't find your activity, choose "Other Club/Activity" and then you will be able to type it in yourself. Also note that on the application, your response in the 'Position/Leadership' section will be limited to 50 characters.

Activity 1

Activity type
Athletics: JV/Varsity

Activity name*
Cricket

Position/Leadership *
Participant

Participation grade levels*
10, 11, 12

I intend to participate while in college*
Yes

Timing of participation*
Year

Hours spent per week *
4

Weeks spent per year *
40

Details, honors, and accomplishments *
Most Improved Player - Year 11

[Edit](#)
[Back](#)
Continue

▶ Activity 2

[Add another](#) (8 of 10 available)

In choosing to add more activities to your applications (you can include up to 10 activities), you may wish to re-order them at the end in order of importance, with the most important as Activity 1. You can do so using the Up and Down arrows in the top right corner of the activity box.

11. Writing

In this section, you will have a personal essay to complete that will be sent to all of the universities that you apply for through the Common Application.

Keep in mind that approximately two-thirds of Common Application member universities will also want you to complete writing supplements, some of which will include additional essay topics. The supplements will be unique for each individual university and are located within each university application in the “My Colleges” section.

You may wish to check the Supplement section for each college you’re applying to, and consider all of the essays and the personal essay together to ensure that you are not repeating yourself and that they are complementary to each other.

Note that for the personal essay, this will be seen by all colleges you apply for. Do not make your personal essay specific to one college as you will be able to do that in the supplements.

Be sure that you follow the directions outlined in the essay introduction and that you select the essay that you will be answering.

As with all pages on the application, be sure to take advantage of the Help Center tool on the right-hand side of the page for additional helpful information!

The screenshot shows the 'Personal Essay' section of the Common Application. On the left, a list of essay topics is displayed, each with a radio button. A red box highlights the first topic: 'Some students have a background or story that is central to their identity that they believe their application would be incomplete without it. If this sounds like you, then please share your story.' Below the topics, there is a text area for writing the essay, with a word count of 0/650. A red box also highlights the 'Help Center' sidebar on the right, which contains links to 'Application versions', 'Essay formatting', 'Customizing your essay', and 'Character counter'. The 'Essay formatting' link is highlighted with a red box.

Personal Essay

The essay demonstrates your ability to write clearly and concisely on a selected topic and helps you distinguish yourself in your own voice. What do you want the readers of your application to know about you apart from courses, grades, and test scores? Choose the option that best helps you answer that question and write an essay of no more than 650 words, using the prompt to inspire and structure your response. Remember: 650 words is your limit, not your goal. Use the full range if you need it, but don't feel obligated to do so. (The application won't accept a response shorter than 250 words.)*

- ☐ Some students have a background or story that is central to their identity that they believe their application would be incomplete without it. If this sounds like you, then please share your story.
- ☐ Recount an incident or time when you experienced failure. How did it affect you, and what lessons did you learn?
- ☐ Reflect on a time when you challenged a belief or idea. What prompted you to act? Would you make the same decision again?
- ☐ Describe a place or environment where you are perfectly content. What do you do or experience there, and why is it meaningful to you?
- ☐ Discuss an accomplishment or event, formal or informal, that marked your transition from childhood to adulthood within your culture, community, or family.

Please write an essay (250-650 words) on the topic selected.*

Help Center

Application versions
You may edit the Common App after submission to one college and before submission to additional colleges. [+]
[more]

Essay formatting
The formatting that appears in the text box will be different than the formatting that appears during Print Preview. Bold, underline, and italics will always carry over to Print Preview. Extra spaces and extra return breaks will be removed automatically when you click continue. This means that you will not be able to indent your paragraphs. Colleges are aware of this formatting and take it into consideration when viewing your essay. [-]
[more]

Customizing your essay
You should not customize your essay or make it more specific to a college. [+]
[more]

Character counter
To count your words, type into the text box. Notice the counter at the bottom of the box keeping track of your word count. [+]
[more]

12. Disciplinary History

In the “Disciplinary History” section, you will have to provide information about any discrepancies or negative circumstances that may have affected your marks or extracurricular involvement. If you answer “Yes” to either receiving a disciplinary violation at an educational institution or ever being adjudicated guilty or convicted of a misdemeanor, felony, or other crime, a new section will appear at the bottom of the screen called “Required Explanation.” You will need to click on that section to provide additional information about the incident.

In the “Additional Information” section, you will have the opportunity to provide information about **any circumstances or qualifications** not reflected elsewhere in the application.

13. My Colleges (Continued)

Now that you’ve completed the actual application, you will be able to finish your university selections. In order to submit your application, you must first complete the university-specific questions and assign your recommenders for each college. You may also be required to complete a university-specific supplement for those that require them.

Questions:

The questions in this section will vary from university to university. You should answer them as best as possible, and we’ve tried to provide guidance for the questions you’re likely to see.

1) The first subcategory under the “Questions” section is titled “General”. Here you will need to select your **“Preferred Admission Plan”** to decide whether to apply Early Decision, Restrictive Early Action, Early Action, Regular Decision (autumn admissions) or Regular Decision (spring admissions). Some universities will only have a few of these options, or they may have them all. The admission plan options are:

A. Rolling admissions - Students can apply over a set period of time (typically August to May), and admission decisions will be made on a rolling basis. It is still suggested that applicants still apply early (October/November) if possible. This type of deadline is non-binding and non-restrictive.

B. Regular decision - Students typically apply by 1 January in anticipation of an admissions decision by 1 April. This type of deadline is non-binding and non-restrictive. Students may apply to as many universities in the US as they choose under regular decision policies.

C. Early action - Students typically apply by 1 November in anticipation of an admissions decision by 15 December. This type of deadline **is non-binding AND non-restrictive**. Students may apply to as many universities in the US as they choose under early action policies.

D. Restrictive early action (Harvard, Princeton, Stanford and Yale) - Like early action, students typically apply by 1 November in anticipation of an admissions decision by 15 December. This type of deadline **is non-binding**. Generally speaking, you can only apply to one university restrictive early action, and this will be your only early application in the US. There may be exceptions in the university policy (check on their admissions page) such as allowing you to apply early to state universities with a non-binding, rolling admissions policy or to universities where the university application is considered for scholarships must be submitted earlier than 15 December.

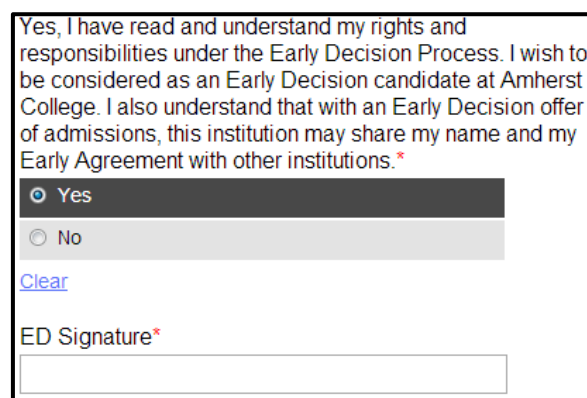
However, check for restrictions in the university policies on whether you can apply to other universities while you have a restrictive early action application out. You can also refer to the [Common Application’s Decision Plan Rules Handout](https://appsupport.commonapp.org/link/portal/33011/33013/Article/1176/Decision-Plans) (<https://appsupport.commonapp.org/link/portal/33011/33013/Article/1176/Decision-Plans>).

E. Early decision - There are two early decision deadlines: ED1 in November and the slightly less common ED2 in January. These are more common at private liberal arts colleges. Like early action, ED1 students typically apply by 1 November in anticipation of an admissions decision by 15 December. Early decision is also **somewhat restrictive** in that you cannot apply to more than one university early decision, but you may be able to apply to others early action at the same time. (Unless as stated above, the university you would like to apply to via early action has restrictions.)

Early decision applications **are binding**. **You should think very carefully before applying to a university early decision.** You, your school counsellor and your parent will sign an early decision agreement certifying that you understand the terms of early decision. The early decision university should be your first choice (**worldwide**) and if accepted, you will withdraw all other applications (**worldwide**) and attend that university. The only exception is if you apply for financial aid and do not receive sufficient aid to take up your offer.

You may only submit one early decision application in the ED1 and/or ED2 rounds. You should certainly apply to other universities in Australia at the same time to keep all options open, **but know that you will need to decline other offers if admitted early decision in the US.**

Once you select “Early Decision” as your “Preferred Admission Plan”, you will be prompted to sign the Early Decision (ED) Agreement.



Yes, I have read and understand my rights and responsibilities under the Early Decision Process. I wish to be considered as an Early Decision candidate at Amherst College. I also understand that with an Early Decision offer of admissions, this institution may share my name and my Early Agreement with other institutions.*

☒ Yes

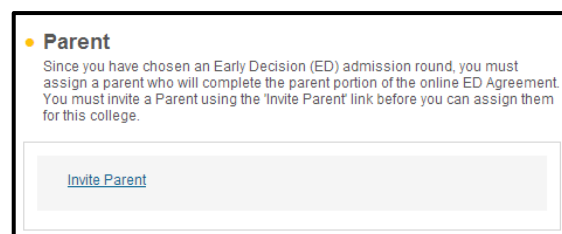
☐ No

[Clear](#)

ED Signature*

Once you’ve submitted your ED signature, your counsellor will receive a prompt in their account, letting them know you are applying Early Decision. This prompt will ask them to confirm that as your counsellor, he/she has advised you to abide by the Early Decision commitment.

Also, in the “Assign Recommenders” tab, you will now see a new section at the bottom for your parent. Again, this will only be required to do this if you are applying Early Decision.



• **Parent**

Since you have chosen an Early Decision (ED) admission round, you must assign a parent who will complete the parent portion of the online ED Agreement. You must invite a Parent using the 'Invite Parent' link before you can assign them for this college.

[Invite Parent](#)

Please note that each university can set their own application deadlines but generally follow a common pattern:

- Early admission applications: October – November (for entry in September)
- Regular admission applications: January – March (for entry in September)
- Spring admission applications: October – November (for January entry)

Also in the “General” section, you may find a question about **need-based financial aid**. Some universities do take financial need into account when making their admissions decision for international students, and we encourage you to be honest so that you are considered for financial aid if you need it to study in the United States. Only tick ‘yes’ if the institution does provide financial aid to international students and you are expecting to apply for it.

If asked, you will also select that you intend to be a **full-time student**, since you must be full-time if you are studying on an F visa.

The **College Housing** question is just to help the university with planning, and you will have a chance to explore housing options more fully upon admission.

2.) The second subcategory under the “Questions” section is titled “Academics”. Again these questions will vary from university to university, but they will likely ask what major/course/academic interest you are likely to pursue. It’s OK to be undecided about your major under the liberal arts philosophy followed in the US system. If you have multiple academic interests, you can do a double major or complete minors alongside your major.

3.) The next subcategory is likely “Contacts.” This section will ask if you applied to the university previously. If you answer “yes,” you will be asked to provide additional information about when you did so.

4.) The next subcategory under the “Questions” section is likely “Family.” This section will ask if any of your siblings are currently applying to that university as well and if any family members have previously attended or worked at that university. If you answer “yes” to any of the questions, you will be asked to provide further details.

5) There may be additional sub-categories under the “Questions” section, but they are likely to be optional.

Assign Recommenders:

This section will be where you give information about your two teachers and careers counsellor (see above information in step #8 for an explanation of differences between teachers and counsellors) who will recommend you and provide your school forms to the universities to which you are applying. After authorising your schools to release your academic information, we recommend that you waive your right to access in the Privacy Notice to maintain credibility of the letter in the eyes of the university. Then sign and date the form.

Release Authorization

1 Instructions > 2 Form

☒ I authorize every school that I have attended to release all requested records and recommendations to colleges to which I am applying for admission. I also authorize employees at these colleges to confidentially contact my current and former schools should they have questions about the information submitted on my behalf

Please select one:

☒ I waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☐ I DO NOT waive my right to review all recommendations and supporting documents submitted by me or on my behalf.

☒ I understand that my waiver or no waiver selection above pertains to all colleges to which I apply and that my **selections on this page cannot be changed once I invite my first recommender.**

Signature Date

After clicking “Save”, you will be taken back to the page shown below. Click “Invite Counselor”.

Amherst College [Manage Recommenders](#)

Questions ✓

Assign Recommenders

Submission - Common App

Writing Supplement

Submission - Writing Supplement

Harvard College

Harvey Mudd College

Haverford College

Northwestern University

Williams College

✓ **FERPA Release Authorization**
I have authorized release of all requested records covered under the FERPA act and have waived my right to access. [show details](#)

• **Counselor**
You must invite a school Counselor who will complete the School Report and other forms for you.

[Invite Counselor](#)

• **Teacher**
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.

Required: 2 Allowed: 3

[Invite Teacher](#)

Remember, most students use the same three individuals for each university. Note **the careers counsellor and the teacher cannot be the same person, and they will have access to different forms.**

The careers counsellor will submit a school profile and comment on the students’ performance in a broader manner through the School/Final Reports. Teachers will submit a more specific recommendation letter about your academic and extracurricular potential.

Make sure to inform them ahead of time that you will be asking them to write a reference, and make sure that their **email address is correct**. Login information for the forms will be sent out to them via email (you do not have to send the forms to them) automatically from the Common Application system, so it is vital that you have the correct information.

Again, we suggest you tick the box to release authorisation to maintain the credibility of the letter in the eyes of the university.

After you have imputed your counsellor information, click “Send Invite”.

Before closing the pop-up screen, you can also invite your teachers. Simply changed the “Type” of recommender from “Counselor” to “Teacher” and input their details. Be sure to click “Send Invite” after each teacher. Once you have invited your counsellor and two teachers, you can close the pop-up window.

Recommender Invitations

Type* First Name*

Subject* Last Name*

Title* Email Address

[Send Invite](#)

Type	Name	Email	Status
Counselor	Jamie Dunn	[Redacted]	Invited
Teacher	Jillian Moskowitz	[Redacted]	Invited
Teacher	Lauren Welch	[Redacted]	Invited

Once you have invited your counsellor, you will be able to see their progress on the school forms they must complete.

Amherst College [Manage Recommenders](#)

Questions ☒

Assign Recommenders

Submission - Common App

Writing Supplement

Submission - Writing Supplement

Harvard College

Harvey Mudd College

Haverford College

Northwestern University

Williams College

✓ FERPA Release Authorization
I have authorized release of all requested records covered under the FERPA act and have waived my right to access. [show details](#)

✓ Counselor

Jamie Dunn
School Counselor Invited: 8/16/2013

School Report Not started

Optional Report

Mid Year Report

Final Report

• Teacher
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.

Required: 2 Allowed: 3

[Invite Teacher](#)

Once you send your teachers the invites, you will have to go back to the “Assign Recommenders” page to select the teachers from the drop down menu to assign to that application (one at a time). Because each university may have different requirements for the number of teachers they will accept reference letters from, this step requires you assign which of your teachers’ reference letters should be part of your application to this specific university.

Northwestern University

Williams College

• Teacher
Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.

Required: 2 Allowed: 3

Jillian Moskowitz (Math)

Jillian Moskowitz (Math)

Lauren Welch (English)

Do this again for the second teacher. Please remember that you **must assign your teacher recommendation letters for each of the universities you want to apply to.**

14. Submitting your Application

In the “My Colleges” section, you will see that below “Questions” and “Assign Recommenders” there is a tab called “Submission – Common App”. If you click on this while your application is in progress, you will see the following:

Application Submission

In order to begin the submission process, you must first have the following items completed:

- All sections of the Common Application
- All of this College's Questions
- All required Recommender assignments

Please refer to the [Dashboard](#) to view the status of these components. Once all required components are completed, you will see the option to begin your Application Submission from this screen.

However, if you click on this once you have completed all sections of the Common Application, the Questions, and the Recommender assignments, the text will change to the following:

Application Submission

You are ready to complete submission for Georgia Institute of Technology! The submission process will walk you through the following steps:

- Final review of your application
- Application fee payment (if not waived)
- Signature

The submission process will not be complete until your signature has been submitted. Please be sure to complete all steps of the submission process.

Start Submission

After you click “Start Submission”, there is a three-step process.

- 1) The Common Application will generate a PDF of your final application. You should print this out and read it over fully. **Once an application or writing supplement has been submitted to any institution, you cannot make any changes to it**, so it is vital that you preview your final submission and ensure that it is 100 per cent how you want it to be.

Application Submission

1 Final Review > 2 Payment > 3 Signature

Please confirm the PDF presented on the prior screen looks exactly as you intend for submission to Georgia Institute of Technology. To make corrections, return to your [Common Application](#) or [College Questions](#) to make changes. You may also return to your [Dashboard](#) and complete your submission at another time.

☐ I have reviewed the PDF copy of my application and wish to proceed with my submission.

At this point, you have the option to return to any part of your application to make edits.

- 2) Once you tick the box saying you've reviewed the PDF, you can continue with your submission. You will then have to submit payment using a credit card or e-check.

If the application cost is prohibitive, you may contact the individual university admissions office for information on how to request a fee waiver and if you qualify.

- 3) In the signature section, you will be prompted to confirm that you completed the application honestly and completely.

Only submit your application after you have checked it, rechecked and triple checked it for any errors! You cannot undo a common application submission. Do not wait until the night before an application deadline to submit your form.

Application Submission

1 ✓ Final Review > 2 ✓ Payment > 3 Signature

Signature

Please affirm the following before you submit your application.

☐ I understand that once my application has been submitted it may not be altered in any way; I will need to contact the institution directly if I wish to provide additional information.

☐ I certify that all information submitted in the admission process -- including this application and any other supporting materials -- is my own work, factually true, and honestly presented, and that these documents will become the property of the institution to which I am applying and will not be returned to me. I understand that I may be subject to a range of possible disciplinary actions, including admission revocation, expulsion, or revocation of course credit, grades, and degree should the information I have certified be false.

☐ I acknowledge that I have reviewed the application instructions for the college receiving this application. I understand that all offers of admission are conditional, pending receipt of final transcripts showing work comparable in quality to that upon which the offer was based, as well as honorable dismissal from the school.

☐ I affirm that I will send an enrollment deposit (or equivalent) to only one institution; sending multiple deposits (or equivalent) may result in the withdrawal of my admission offers from all institutions. [Note: students may send an enrollment deposit (or equivalent) to a second institution where they have been admitted from the waitlist, provided that they inform the first institution that they will no longer be enrolling.]

Signature Date

[Back](#) [Submit](#)

When you try to submit your next form, all that is repeated will be greyed out so that you only need to complete questions which are particular to that school. That is, once you put in the work to submit the Common App once, it will be much easier for all other universities. Each time you submit your application, your school forms, if done online, will automatically be submitted as well, so you do not need to alert your high school if you decide to add schools on the Common Application once they have completed your forms.

15.) Supplements

Writing Supplement: Check to see if the universities you are applying to require supplements, additional information or essays, that you will need to submit along with the Common Application form. You will only be able to submit your writing supplement after you have submitted your Common Application. Some universities will let you submit the supplements online or by email, and others may ask that you mail your materials to the university. Supplements will differ from university to university.

If there is a red dash in the “Writing Supplement” column, you do not need to complete a supplement in order to apply.

Dashboard

My Colleges

Common App

College Search

My Colleges (8)

Deadline

Application

Writing Supplement

▶ Amherst College

1/1/2014

●

●

🗑️

▶ Georgia Institute of Technology

10/15/2013

●

●

🗑️

▶ Harvey Mudd College

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●

●

🗑️

▶ Haverford College

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●

●

🗑️

▶ New College of Florida

11/1/2013

●

—

🗑️

Like the university-specific Questions, the Supplements will vary significantly from university to university. Some will ask you to write about why you want to attend that institution, and others may ask you to talk about your extra-curricular activities in more depth.

Art Supplement: All universities may “host” their own arts forms if they choose to do so. If so, they will have a space for you to upload your work or links to it online. In the “Questions” section, there may be a question that asks if you intend to submit an art supplement. If you select “yes,” an “Art Supplement” tab will appear on the menu under the writing supplement.

Amherst College

Questions ✓

Assign Recommenders ✓

Submission - Common App

Writing Supplement

Submission - Writing Supplement

Art Supplement

Georgia Institute of Technology

Harvey Mudd College

Art Supplement

- You have indicated in your application answers for this college that you intend to complete the Art Supplement.
- This college has chosen to integrate its Art Supplement with the Common Application using a service called SlideRoom.
- The button below will redirect you to the SlideRoom website where you will be able to complete your Art Supplement for this college. It will be your responsibility to ensure successful submission of the Art Supplement via SlideRoom.

[Amherst College Art Supplement Site](#) →

Athletic Supplement: The Common Application no longer has an Athletic Supplement. If you are applying for a sports scholarship to a school using the common application, you need to contact the coach directly and send them relevant information including a sports CV, coach letter, national team verification letter and if relevant link to video. Information about athletic participation will also be collected from the activities section on the application and available to coaches if admissions offices choose to forward it.

After you have completed all parts of the supplement, you can then submit the supplement. After doing so, your application should be complete.

16. Monitoring your school's submissions

Even when you have completely submitted your Common Application to all your universities, it is very important that you make sure that your school submits all of your forms. **If your school representatives do not submit the required forms to the universities where you apply, your applications will NOT be considered complete and will not be assessed.**

✓

Counselor

Jamie Dunn
School Counselor

Invited: 8/16/2013

School Report

Submitted: 8/20/2013

Optional Report

Started: 8/20/2013

Mid Year Report

Started: 8/20/2013

Final Report

✓


Teacher

Please select and assign the Teacher(s) below whose recommendation will be submitted to this college on your behalf. You must first invite a Teacher using the 'Invite Teacher' link before you can assign them for this college.

Required: 0

Allowed: 1

Jillian Moskowitz
Math

Assigned: 8/16/2013 

Teacher Evaluation

Started: 8/21/2013

It's important to remember that because many deadlines for US colleges and universities are in December and January, after schools have closed for the Australian summer holidays, counsellors and teachers should be given plenty of notice ahead of the holidays to submit the forms on time. You will be able to monitor your counsellor's and teacher's progress under the Assign Recommenders tab for each university. While the forms are in progress, it may appear similar to above.

To help your school throughout this process, please refer teachers and counsellors to our Guidance for Common Application School Forms.

Adapted from UK Fulbright
With thanks

Annette Brush
EducationUSA Sydney
August 2014